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TRAINING AGENDA

- Overview of Atlas Application System - http://atlas.gatech.edu
- Student Application Process
- Faculty and Staff Login Credentials
- Reviewing Study Abroad Applications
- Queries & Reports
- Support and Contact Information
APPLICATION SYSTEM OVERVIEW

- [http://atlas.gatech.edu](http://atlas.gatech.edu)
- Web-based application portal for students, faculty, and staff
- Live 24/7 with current application and study abroad enrollment information
- Students log-in with GT credentials and their application record is linked to Banner
  - Major, GPA, and Academic Standing are updated nightly
- OIE continues to check program deposits and disciplinary standing, entering these into Atlas. Once received, both student and faculty/staff can view that this has been received.
STUDENT APPLICATION PROCESS

Create an application via Atlas, completing all necessary questionnaire items and signature documents.

Pay program deposit online via Marketplace.

Application now completed and sent to Program Director for review.
STUDENT APPLICATION PROCESS

- **Pre-Decision**
  - General Application Questionnaire
  - Disciplinary Standing – confirmed and input to Atlas by OIE
  - Deposit – paid online and input to Atlas by OIE
  - Responsibilities of Participation in a Faculty-led Study Abroad Program – Student Signature Document

- **Post-Decision**
  - Emergency Contact Information
  - Passport Information – Number, Expiration Date, and Photocopy Upload
  - Special Needs
  - OIE Pre-Departure Orientation – confirmed and input by OIE
  - Assumption of Risk and Release Waiver – Student Signature Document

- **While Abroad**
  - Overseas Contact Number
Students will login using their GT ID and password.

Faculty will NOT use their GT ID and password to login.

Faculty will receive an initial email with their username and password. *This initial password is good for only 24hrs.* If this expires, contact Mary Alice.

After logging in, you will be prompted to create three security questions and change your password.
LOGIN CREDENTIALS

STUDY ABROAD APPLICATION INSTRUCTIONS

To apply for a study abroad program, you will need to select your program from the Programs List. From the program page, select "Apply Now" to begin your application. You will log in with your GT credentials and be prompted to set up your account. To return to your application after you have submitted it, you can log back into the system by selecting "LOGIN" in the top right corner.

1. Complete the online application (General Questionnaire) for your program.
2. Pay the Program's deposit through the Online Deposit Payment System. (Save a copy of your payment confirmation for your records.)
3. Submit any supporting documentation required for your program to OIE. (OIE will mark your application once it has been received.)

Applications that are not submitted correctly will be considered incomplete resulting in significant processing delays. If you have any issues navigating the site or accessing the application, please contact your Study Abroad Advisor or OIE by phone (404-894-7470) or by email (study.abroad@isitech.edu).

After you have submitted an application, you can use the LOGIN in the top right corner to access your study abroad account.

To register for a Global Internship, Non-GT program or International Academic Project, select the relevant link to in the left menu and log in with your GT credentials.

Faculty/Staff, if you need login assistance, please reference these Login Instructions.
REVIEWER INSTRUCTIONS

Administrative homepage for study abroad faculty/staff

Reviewer Section

Notes and Terra Dotta Support/Knowledgebass
- Program Directors will review and indicate admission decision via Atlas
- Once an application is complete, OIE will mark the application as “Ready for Review”
  - Completed applications include complete pre-decision Atlas application items, disciplinary check, paid deposit, and any other program-specific requirements (if applicable)
- Once an application is marked as “Ready for Review” and the Program Director has indicated “Accept”, “Reject”, or “Waitlist”, OIE will send communication to the student regarding their admission decision.
REVIEWER INSTRUCTIONS

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**My Reviews**

**Reviews For:** [Beijing Summer Program](#)

You are currently filtering on applicants for Summer 2016, including withdrawn applications.

Filter by: [Course](#) [Country](#) [Program](#) [Type](#)

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**Beijing Summer Program**

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<th>Date Started</th>
<th>Status</th>
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Click the student's name to view the application and indicate the decision.

Application is complete and ready for review.
Application review page will include students:

- Profile
- Program & Term
- Application Status
- Application Comments
- Responses to General Application Questionnaire
- Disciplinary Standing
- Deposit
- Responsibilities of Participation
- Post-Decision Requirements, however, these are not required until after accepted
At the bottom of the reviewer page, indicate decision and any comments for OIE.
**QUERY**

- Search criteria used to obtain a list of records that you wish to either examine, process, or on which you desire to create a report
- Example: A list of all students with an application for your program who are majoring in Mechanical Engineering

**REPORT**

- Series of output columns and/or groupings generated from your query results
- Example: From the query results, you can display specific criteria about these applications such as GTID, gender, essay content, etc.
Create a Query:
2. Check all the boxes that appear on the next screen. Then, click Next.
3. Choose your search criteria.
4. Click Search.
5. Now a list of the students that met the search criteria will appear.
6. To save the Query, scroll to the bottom and create a name for the Query. Then, click Save. *(You must save a query to be able to generate a report)*.
7. Your Saved Queries appear on Administration Homepage.

Create a Report:
1. Click the bar graph icon next to your saved query.
2. Choose the way you want to order the students. *(By selecting None for primary and secondary, will sort students alphabetically by last name.)*
3. Choose the items you want to include in your report.
4. *(optional) If you want to save your report, create a name and when you click Results, it will automatically save.*
5. Check Export as Excel. And then click Results.
6. This will download an excel file. When you open the excel file, you may see an error message about the excel file being corrupt. Please click Yes to open the excel file.
7. Your Saved Reports appear on the Administration Homepage.
HOW TO SET UP QUERY WATCHES
For questions or technical support, email flsa@oie.gatech.edu

*If students are having issues, please notify OIE so that we can troubleshoot.*